

ADMINISTRATIVE - INTERNAL USE ONLY

PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Week Ending 15 November 1988

1. Status of Tasks Assigned by Senior Management:

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2. Major Events That have Occurred During the Preceding Week:

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a. [ ] conducted a workshop on new novation procedures for personnel from OL/PMS, CONIF, Security Staff, OL, and the Commercial Systems and Audit Division, Office of Finance. Handouts were provided, indicating that OL/PMS will relieve contracting officers (COs) of the administrative burden of conducting a novation. OL/PMS will control, administer, and coordinate novations when Agency contractors are merged or otherwise change their identity through purchase by another company. (AIUO)

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b. [ ] proceeded with the novation process of contracts with M/A-COM Telecommunications, Inc., by consulting affected COs. (AIUO)

c. Automation Activities:

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(1) [ ] conducted a design review meeting to review all aspects of the Core Team, Agency Contracts Group (OL/ACG/CT) automation now being installed on the third floor of

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[ ] Twenty-three people attended, representing OL/ACG/CT, OL/PMS, and particular interests in the ADP Staff, OL, OL/CLAS, and the Offices of Information Technology (OIT), Research and Development (ORD), and Security. A thorough review indicated the automation effort is satisfactory and is proceeding as planned. Several action items were generated, including setting up two small working groups to develop local management information requirements for OL/ACG/CT and to recommend policy for OL regarding use of contract-generation software (i.e., FARA). A final report for this automation effort is planned for late January 1989. (U)

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(2) OL/PMS sponsored a demonstration of FARA software for the ORD Contract Team. The computer system in OL/PMS was used and [ ] (OIT Contract Team) and James Benson (President, Compusearch) conducted the session. [ ]

[ ] plans to acquire FARA for her team by January 1989. A version of FARA able to run on a McIntosh computer must be developed; this may occur soon under a Department of the Army contract. (U)

d. A draft non-disclosure agreement was prepared for an employee of Compusearch who will use the CIA Contracting Manual for 2 weeks to put data into computer-useable form. (AIUO)

d. [ ] reviewed the background of Oracle Corporation pursuant to a request to have that company removed from PN 85. (AIUO)

e. [ ] attended a 1-day course entitled "PC Familiarization" on 14 November. (AIUO)

f. During this reporting period, 139 contract actions and 100 amendment actions were entered into the CONIF system. (AIUO)

3. Upcoming Events:

a. A meeting of the Agency Contract Review Board is scheduled for 22 November with one Directorate of Operations case to be reviewed. (AIUO)

b. [ ] will be attending "LOTUS" training on 21 November. (AIUO)

4. Management Activities and Concerns:

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